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ABSTRACT

This annotated bibliography lists and describes materials that can be of use to teachers of special needs students in cooperative vocational education programs. The bibliography is organized in 10 sections that cover the following materials: comprehensive related class student materials; occupational information; jobs; money management; insurance, business, and consumer services; safety; audiovisual materials; games and kits; teacher coordinator guides to serving special needs populations; and a list of annotated bibliographies. Each entry includes publisher, place of publication, date, and short description of the material. The annotated bibliography section lists additional bibliographies of materials about serving handicapped students in vocational education courses. (KC)

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Selected Related Class Materials

For Special Needs Students

In

Cooperative Vocational Education Programs

An Annotated Bibliography

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For the NRS "Carousel" of Special Interests

Cooperative Work Experience

1983 AVA Convention

Anaheim, California

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COMPREHENSIVE RELATED CLASS STUDENT MATERIALS

Career Awareness Training for Special Education Students, Marshall, Arthur E., Johnson, Hugh, Welch, William, 1980, contact: Dean of Student Development, Brookdale Community College, 765 Newman Springs Road, Lincroft, New Jersey 07738.

A school-to-work transition manual designed for youth who are economically disadvantaged or handicapped. Stresses attitudes, survival skills, decision making activities, goal setting and work experience.

Cooperative Work Experience Learning Activity Packet Series on Job Entry and Adjustment, Herschback, Dennis, R. Project Director, University of Maryland, The Maryland Vocational Curriculum Production Project, Western Maryland Vocational Resource Center, P.O. Box 5448, McMullen Highway Cresaptown, Maryland 21502, 1977.

14 packets designed for Special Needs Students in Co-op programs include:

1). Agencies and Sources for Finding a Job
2). Applications and Resumes
3). Preparing for the Job Entry
4). Good Grooming
5). Your Paycheck
6). Social Security
7). Getting a Raise
8). To Quit or not to Quit
9). Unemployment Insurance
10). Banking Makes Cents: Savings Accounts
11). Checking Accounts
12). Worker's Compensation
13). Read All About It: The Newspaper
14). Getting Fired Isn't So Hot

Directory of People in Non-Traditional Jobs, Vesser Carla, Educational Improvement Center, Central/Edison, Building 871, Plainfield Avenue, Edison, New Jersey, 08817, 1980.

This directory has been organized according to the fifteen occupational clusters as defined by the United States Department of Education. Moderate reading level.

Entering the World of Work, Kembrell, Grady and Vineyard, Ben S., McKnight Publishing Co., Bloomington, Illinois, 61701. 1978.

Students with low reading levels will find this text informative and rewarding. It is designed for the Special Needs Related Class.

Quality and You; Your Attitude and You; Scriptographic Booklets, Channing L. Bete Co., Inc., Greenfield, Mass.

A wide assortment of easy to read and understandable booklets on most subject areas covered in the co-op related class. Quantity orders are inexpensive.

Survival, (Individually Designed For Particular States) New Jersey, Hall, Betty L., and Gardella Francis J., Holt, Rinehart, and Winston Publishers, New York, 1979.

Survival deals with many skills, such as finding a job, locating an apartment, handling finances etc. Designed for the Disadvantaged students.

Your Working Life- A guide to getting an holding a job, Gregg Division, Mc-Graw-Hill Book Company, New York, New York 1980.

Previously published as seven seperate books. It covers: Knowing yourself, making decisions work, schools and careers, getting the job, communications at work, working at human relations, growing on the job. It is designed for the average reading level student, 11 and 12 grade, however this material can be used with special needs students with some modifications, i.e. vocabulary modification.

Work: Pathway to Independance, Gooch, Carrier and Kuch, American Technical Society, Chicago, Illinois, 60637, 1979.

This is a lively, engaging textbook and accompanying workbook for the Cooperative Education related class instruction. It is designed for the average 11-12 grade reading level students. This material could be used with Special Needs students with some modifications, i.e., tape recording and some vocabulary modification.

OCCUPATIONAL INFORMATION

Learning to Earn a Living ----- Donald P. Ricci, Roger Andreoli -- 1972 Wisconsin Department of Public Instruction, 126 Langdon Street, Madison WI, 53702.

A Special Education teaching units resource guide in pre-vocational skills training.

Occupational Orientation: An Introduction to the World of Work, Lee, Jasper S. 1971, Curriculum Coordinating Unit, Mississippi State University, Drawer DX, State College, MS 39762.

A student oriented workbook written at the eight grade reading level covering: Orientation, career, application, advancement, service occupations, business occupations, organizational occupations, technology occupations, outdoor occupations, science occupations, art occupations, entertainment occupations, locating and applying for a job, working on the job.

Twenty Trades to Read About - EN-450 - New Jersey Vocational Technical Curriculum Laboratory, Rutgers - the State University, Bldg. 4103 Kilmer Campus, New Brunswick, New Jersey 08903

Designed for special-needs students or those with reading difficulties. Presents a series of 20 short, easy-to-read articles in 20 different trades taught in vocational high schools. For each article, 10 words are selected (not necessarily associated with the trade), and five activities follow. Activities include locating the words in the article, matching the words with their definitions, and three others selected from: Filling in the blanks in sentences, selecting synonyms or antonyms, true-false, finding small words within the given word, unscrambling the words, and the word-find puzzles. Also available in the Spanish-English version. (BI-901).

JOBS

How to Get a Job and Hold It. Mississippi State Department of Education

This unit was designed for disadvantaged and handicapped students, 8 grade reading level, in vocational training programs in Mississippi. This is a course outline that lists specific performance objectives, teaching materials, provides a list of student activities and has a reference section.

Getting That Job, Dare, Beatrice F. and Edward J. Wolfe., 1966, Follett Publishing Company, Dept. DM, 1010 W. Washington Blvd. Chicago, Illinois, 60607.

Geared to approximately a fourth grade reading level, this materials covers job hunting, interview preparation, application forms.

Special Needs Job Series - Seven titles authored by Turner, Richard H., Follett Publishing Company, Dept. DM. 1010 W. Washington Blvd, Chicago, Illinois. 60607.

Seven Special Needs student oriented materials in story form with activities to complete at the end of each section.

- Wanting a Job
- Starting a Job
- Looking for a Job
- Holding a Job
- Changing a Job
- The Job you Get
- Training for a Job

MONEY MANAGEMENT

About Banking - BE-324 N.J. Vocational-Technical Curriculum Laboratory, Rutgers, The State University, Bldg 4103, Kilmer Campus, New Brunswick, N.J. 08903.

Written for deaf students, this manual covers the essentials of banks and their services. Thirty-six lessons cover introductory material; checks and different types of checking accounts; bank statements; other services of commercial banks; savings banks and other thrift institutions; and investments in U.S. savings bonds, stocks bonds, and mutual funds. Vocabulary section in each lesson. Simple assignment questions. Line drawings.

Beware It's Your Money, pamphlet, Federal Trade Commission, 26 Federal Plaza, New York, New York 10007.

This booklet is designed to provide the student with some of the information that they will need to be an informed shopper for cash or credit.

Borrowing Basis for Women, pamphlet, Citibank, Public Affairs Department, P.O. Box 939 Church Street Station, New York, New York, 10008, Fourth Edition, 1978.

A primer on how to build credit and borrow wisely.

Money Managment Calendar, CUNA Mutual Insurance Society, 5910 Mineral Point Road, P.O. Box 391, Madison, Wisconsin, 53701.

Monthly money management messages include: Owning a car, borrowing money, buying insurance, wise spending, financial institutions, getting a job.

Personal Money Management, Cohen, Jerome B, The Public Relations Department, The American Bankers Association, 90 Park Avenue, New York, New York, 10016 1967.

The pamphlet suggests sound approaches to successful money management. Also available are a 16 mm color motion picture film, filmstrip, teacher's guide and student practice materials.

Reaching Your Financial Goals, Household Finance Corporation, Prudential Plaza, Chicago, Illinios, 1977.

In these pages the reader finds a simple and practical guide to controlling finances.

Timecards, Payrolls, Checks, and Bank Statements - A Math Practice Booklet, Herr, Nicholas K., Vocational-Technical Curriculum Laboratory, Rutgers - The State University, Building 4103 - Kilmer Campus, New Brunswick, New Jersey, 08903, Second Printing 1978.

In this booklet the student will gain practice in filling out timecards, transferring the information to payroll records, and computeing wages.

You and Your Landlord, pamphlet, Modern Consumer Education, Grolier Educational Corp., 845 Third Avenue, New York, New York, 10022, 1970.

Covered in this pamphlet are: Services that can be expected from the owner of the building, duties as a tenant, what a lease is and what it does for both the renter and the owner, what to do when you have a complaint.

INSURANCE, BUSINESS, AND CONSUMER SERVICES

About Insurance - BE-328 - N.J. Vocational-Technical, Curriculum Laboratory, Rutgers-The State University, Bldg. 4103, Kilmer Campus, New Brunswick, N.J. 08903.

Written for deaf students, this manual covers all the principal types of insurance today, divided into these categories: Automobile, life, health, social security, homeowners, and miscellaneous. The language is simple, and a vocabulary section is included in each of the 32 lessons. Simple assignment questions. Line drawings.

About Business - BE-255 - N.J. Vocational-Technical, Curriculum Laboratory, Rutgers-The State University, Bldg. 4103, Kilmer Campus, New Brunswick, N.J.

Written for deaf students taking a business--training course, the book provides basic concepts about business and some business vocabulary. Topics include the nature of business transactions, how business serves consumers and the community, how business produces and distributes goods and services, kinds of workers, kinds of businesses, and some concept of the nature of money. Simply written, illustrated with line drawings. Vocabulary definitions in each lesson, and assignment questions.

Modern Consumer Education, Grolier Educational Corporation, 845 Third Avenue, New York, New York, 10022, 1970.

Short, 20 to 25 page, pamphlets designed to provide the user with useful consumer tips. Questions and answers are provided on each of the following subject areas:

- Health Insurance to Fit your Needs
- Number, Size and Price
- Taking out a Loan Part I and Part II
- Different ways to pay for what you Buy
- Suit Yourself: A unit on Men's Clothing
- Die Now, Pay Later: A unit on Funerals
- The Costs of Running a Car
- Furniture

SAFETY

Ladder Safety Do's and Don't's, Voten Department, University of Vermont, Burlington, Vt., 0540', 1970.

This material is designed for the educable mentally retarded. The learning package sequentially orders tasks to be executed in doing a job.

Safety in Your Future, U.S. Department of Health, Education, and Welfare/U.S. Department of Labor, Available through the General Printing Office.

Excellent material for the special needs co-op student. Some of the topics discussed deal with handtools, working around machinery, personal protection devices, how to lift, handling materials safely, ladders, horse-play, first aid and fires. Reading level on the material is sixth grade to seventh grade.

AUDIO VISUAL MATERIALS

Entering the World of Work
(Filmstrips/Cassettes)
McKnight Publishing Company, Bloomington, Illinois
12 filmstrips/cassettes geared to the special needs student which focuses on job-seeking skills.

Exploring Career Decision-Making
(Filmstrips/Cassettes)
McKnight Publishing Company, Bloomington, Illinois
18 filmstrips/cassettes which focus on exploration and decision-making skills and show how others deal with their own career developments.

Goofy Goes to Work
(Filmstrips/Cassettes)
Walt Disney Educational Media Company
6 filmstrips/cassettes which teach the basics of finding and keeping a job.

Job Survival Skills Complete Multi-Media
(Multi-media)
Lakeshore Curriculum Materials Company
Multi-media materials designed to help students develop personal and interpersonal skills needed to find and keep a good job.

The Language of Work
(Cassettes/Transparencies)
Opportunities of Learning, Inc.
Chatsworth, California 93111
15 cassettes, 12 transparencies and student record books present skills that are common to a variety of jobs

Life Goals: Setting Personal Priorities
(3 color Filmstrips, 3 Cassettes, Teacher's Guide)
Guide Media Center, 1976
This program examines the part personal values play in decision making and how values can change through a life time, how objectives can be established, how ability in making decision can be helpful in a changing society, and the risks in and strategies of decision making.

Preparing Yourself for the Interview
(2 color films - 15 minutes)
Guide Media Center, 1976.
Discusses reactions of a prospective employer when he sees the applicant and hears him speak. Gives detailed advise on personal appearance development of poise and confidence, importance of facial expression, gestures, and proper use of voice.

Takes viewer through an interview, starting with greeting the receptionist. It also gives down to earth advice on ways to be a better employee, including proper clothing and make-up habits.

School Drop-outs
(2 color filmstrips/2LP Records/Teacher's Guide)
Prentice Hall Media, 1978.
Why do teenagers drop-out of school? Evidence suggests the reasons are multiple: family problems, economic difficulties, early marriage, or perhaps a simple case of boredom. School, for many just isn't challenging enough for meeting their needs. These filmstrips examine the continuing national problem of school drop-outs and its effect on us all.

Student Motivation Series
(Complete Series - 2 programs/8 color filmstrips/8 cassettes/2 teacher's guides)
Pentagram, 1978.
Filmstrips are designed to stimulate the learning potential of low achievers in grades 6-12.

Succeeding in the World of Work
(Filmstrips/Cassettes)
McKnight Publishing Co., Bloomington, Illinois
12 filmstrips/cassettes which extend the textbooks program and help integrate career information into other courses.

Will Power! Step-by-Step Decision Making
(1 color Filmstrips/1 cassette/Poster/6 Spirit Duplicating Masters/Teacher's Guide)
Argus, 1977.
Designed to show students how too many goals, bad habits, and emotions can block their efforts to make decisions and act on them.

GAMES AND KITS

Compulearn
Occupational question/answer board

Entering the World of Work for Special Needs Students
McKnight Publishing Comp., Bloomingdale, Illinois
16 Professional sets which include student text and activity book. Each set deals with different activities on looking for jobs, adapting to the work environment, advancing the job and learning adult responsibilities. The reading level is low but with high interest level.

Exploring Career Decision-Making
McKnight Publishing Comp., Bloomington, Illinois
15 Self-contained units for individualized exploration which encourages students to get involved in decision-making strategies.

Goals Beyond School
Documentary Photo Aids, 1976
20 photo-aids explores the means by which students gather and evaluate information to match their own capabilities and goals in making career and life choices.

Hannibal Earns and Spends Game
Demonstrates that money is acquired by earning and decisions must be made as how to spend it.

Janus Job Interview Kit
Janus, 1976
A low reading level kit which provides everything necessary to conduct simulated interviews for 30 entry-level positions in a wide variety of fields.

The Job Hunting Game
Lakeshore Curriculum Materials Co.
A game simulating actual job hunting activities to practice looking for and finding a job.

Steady Job Game
Lakeshore Curriculum Materials Co.
Vocational orientation game with simple rules and minimal reading requirements to help students develop attitudes and behavior essential to job success.

The UnGame (Tell it like it is)
The Ungame Co., 1976
Allows people to share their feelings and thoughts

Urban Life Simulation - GHETTO
School Service, P.O. Box 802, Culver City California 90230

TEACHER COORDINATOR GUIDES TO

SERVING SPECIAL NEEDS POPULATIONS

Introduction to Vocations: A Teacher's Guide for the Educationally Handicapped 1981, CE-1003, New Jersey Vocational Technical Curriculum Laboratory, Rutgers the State University, 4103 Kilmer Campus, New Brunswick, New Jersey 08903.

This guide meets a common and serious need for a career exploration program for mentally retarded, neurologically impaired, and perceptually impaired students.

Preparing For Work, 1979.

A guide for special class teachers, school guidance counseling, work-study specialists, families of mentally retarded young people and mentally retarded young people.

Teacher-Coordinator Aids available from the President's Committee on Employment of the Handicapped, 1111 20th Street, N.W. Washington, D.C. 20210.

About Jobs and Mentally Retarded People, 1979

This booklet is ideal for teacher-coordinators, as well as rehabilitation counselors, psychologists, social workers and parents of mentally retarded persons. It is suitable for preparing special needs students for the world of work.

Teacher's Manual to Accompany How to Get A Job. 1976

This teacher's manual is intended to assist the teacher-coordinator in introducting job-hunting tips to the mentally retarded.

Turning People On: How to Be an Encouraging Person, Losancy, L., Spectrum, 1977

For teachers of students who are discouraged.

Understanding You and Them: Tips for Teaching About Ethnicity, Cortes, Carlos E., et. a., Boulder, Colorado: ERIC Clearinghouse for Social Studies/Social Science Education, 1976

ANNOTATED BIBLIOGRAPHY

Annotated Bibliography of Low Cost Vocationally Oriented Materials For Adolescent and Young Adult Mildly Handicapped and Disadvantaged Individuals, Litton, Freddie, W. and Kay Richard S., Journal Vocational Special Needs Education, January 1980.

This annotated list is organized into three primary areas of curriculum for the mildly handicapped: 1) vocational preparation, 2) practical life/ social skills and 3) fundamental reading and math skills.

Bibliography of Seconday Materials For Teaching Handicapped Students. President's Committee on Employment of the Handicapped. 1979. Approx. 30pp., 111 20th St. N.W. Washington, D.C. 20210.

Contains titles of materials dealing with the delivery of special education, vocational education, and industrial arts services to the handicapped.

Cooperative Work Experience --- --- Dennis Herschbach --- 1976 --- Department of Industrial Education, University of Maryland, College Park, MD 20740.

An annotated resource guide for teachers of handicapped students.

Job Seeking and Job Keeping: An Annotated Bibliography -- The Wisconsin Vocational Studies Center, 321 Education Building, Box 49, University of Wisconsin - Madison, Madison, WI 53706.

A listing of job related literature and materials to assist in selecting appropriate methods (etc.) for teaching job seeking and keeping skills.

Vocational Instructional Materials for Special Needs Groups - Available from Federal Agencies, Hill, Cawl L., 1980, available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Human Resources Management surveyed a vast resource of federal documents to identify, review and annotate materials developed since 1975 which are suitable for use by vocational education teachers.